

F. Required Records

The PI is responsible for the maintenance of the following required records:

1. Receipt, use, and disposal of radioactive materials:
 - a. [Radioactive Material Accounting Record](#) (RMAR) sheets represent the lab record of active inventory.
 - b. Each radiation program is required to maintain an accurate inventory of the radioactive material possessed by the program; to maintain this inventory within current program limits; and to reconcile this information with the information contained in the Six-Month Inventory Questionnaire that is distributed by the Radiation Safety Office in January and July of each year.
 - c. Periodic checks of laboratory radioactive material inventory should be made to eliminate outdated stocks.
 - d. Log sheets ([Dry Liquid](#)) on waste containers must accurately reflect container contents and represent the record of radioactive material disposed from inventory.
2. Transfer or shipment of radioactive materials:
 - a. Transfers of radioactive material to another radiation program must be recorded on the RMAR and cleared with the RSO/RSS in advance.
 - b. Any shipment of radioactive material off-site must be done through the RSO/RSS.
3. Laboratory monitoring tests/Contamination test results:
 - a. Contamination monitoring (radiation surveys) should be conducted after each manipulation of radioactive material. At a minimum, contamination monitoring must be performed and documented on a monthly basis. Be sure to use the appropriate monitoring technique for the type of radioactive material used. Radioactive contamination must be cleaned to levels that are as low as reasonably achievable. The maximum permissible contamination levels for alpha and beta/gamma radiation are 10 and 500 disintegrations per minute (dpm), respectively, for an area of 100cm². These limits are for removable contamination. If the contamination is not removable, then the limits are 300 dpm/100cm² for alpha activity and 0.1 millirem/hr for beta-gamma radiation. For more information see [section IV: G. Surveys and Contamination Control](#).
 - b. Documentation of contamination monitoring must be maintained on file within the program. Contact the RSO prior to disposal of any

contamination monitoring records to ensure record retention periods meet requirements.

4. Protocol-specific training:
 - a. Protocol-Specific Training Documents (PSTD) must be kept on file within the program. The documents must include a signature sheet containing the signatures of all radiation workers trained on the radiation protocols used within the program.
 - b. The PSTD is the responsibility of the PI and must be thoroughly reviewed with each new radiation worker, regardless of prior radiation training.
5. Documentation for the current radiation program and all applications for and amendments to that program.